

MINUTES OF REGULAR BOARD MEETING FEBRUARY 12, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Steven Green, Robert McPhail, Patricia McKay

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of January 22, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the January 2018 vouchers and bank balances, the tenant's accounts receivable and operating statements for the quarter ending December 31, 2017, and the January 2018 financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the 2017 Annual Town Report. The vote was unanimous.

The Board discussed the election process in regards to a tenant Board Member and ranked them in order by preference. The Director will send the results to MassNAHRO.

Motion by Robert McPhail and seconded by Steven Green to accept the Executive Director's report. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to adjourn the meeting at 7:43 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MARCH 12, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:07 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay
Excused: Steven Green

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of February 12, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the February 2018 vouchers and bank balances. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the write-off of vacated accounts totaling \$913.70. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to apply for Option 2 of a HUD's Renewal Contract for a 20-year term on the Harvard Court property. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to retain a hard copy of all work orders for a period of 3 years. The history of work orders using the current software, is available to staff from January 1, 2009. The vote was unanimous.

The Board discussed the use of antennas as an option for tenants that can't afford Comcast. Administrative Assistant, Kerri-ann Cummings will look into the cost and requirements and report to the Board at the next meeting.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:43 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING APRIL 9, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was being recorded.

Present: Katharine Kelleher, Steven Green, Robert McPhail, Patricia McKay

Motion by Steven Green and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of March 12, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the March 2018 vouchers and bank balances and the February 2018 financial statements. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to designate the Whitman Housing Authority as a Relocation Advisory Agency for a (3) year period and to name Eileen Gibson, Executive Director, as the agent for the Authority. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to adopt a HUD Lease Addendum. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to adopt 760 CMR 6.00 Occupancy Standards and Tenant Participation for State-Aided Housing as amended on March 19, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to adopt Eligibility and Selection Criteria for Harvard Court HUD applicants. The definition of elderly shall be sixty-two (62) years of age or more. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Credit Check Policy. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to approve the Pet Deposit Policy. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to renew a (5) year contract with the Dept. of Housing & Community Development for all State Rental Assistance Programs administered by the Whitman Housing Authority. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to award to the Fullerton Ave. Boiler Project, FISH No. 338062, to the lowest most responsible bidder contingent upon RCAT Manager, Kate Ferreira's, approval and recommendation. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the increase to the contract for accounting services with Fenton, Ewald and Associates, P.C. for fiscal year 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to accept the Executive Director's Report. The vote was unanimous.

The Executive Director read a letter from the Dept. of Housing & Community Development awarding the Whitman Housing Authority \$160,885 in Formula Funding for the Fiscal Year 2021.

Motion by Steven Green and seconded by Robert McPhail to adjourn the meeting at 7:38 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING MAY 14, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay
Excused: Steven Green

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of April 9, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the April 2018 vouchers and bank balances, March 2018 financial statements and the operating statements for quarter ending March 31, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to certify that all employees with access to confidential Massachusetts Dept. of Revenue wage match information have been properly trained on confidentiality and safeguarding personal information. Chairman, Katharine Kelleher and Executive Director, Eileen Gibson signed the certification. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to acknowledge and accept the results of the Management and Occupancy Review of Harvard Court conducted by the Dept. of Housing & Community Development on February 27, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to acknowledge and accept the results of the Resident Survey for tenants residing in State public housing. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to award the Heating System Replacement Project, FISH No. 338062, to Glionna Plumbing & Heating Services, Inc., of Saugus, in the amount of \$27,000. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the Five (5) Year Capital Improvement Plan. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the amendment to the Smoke-Free Policy and the No Smoking Lease Addendum. The vote was unanimous.

The Board discussed what items will and will not be allowed on the exterior of Pine Circle and Harvard Court. Tenants may request that current items be grandfathered in.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:59 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING JULY 9, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:05 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay

Excused: Steven Green

The Board of Commissioners was reorganized as follows:

Motion by Robert McPhail and seconded by Patricia McKay to appoint Katharine Kelleher as Chairman. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to appoint Steven Green as Vice-Chairman. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to appoint Robert McPhail as Treasurer. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to appoint Patricia McKay as Assistant Treasurer. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of June 11, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the June 2018 vouchers and bank balances and the May 2018 financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:34 P.M. The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING AUGUST 27, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay
Excused: Steven Green

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of July 9, 2018. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the July 2018 vouchers and bank balances, June and July 2018 financial statements and tenant's accounts receivable for the quarter ending June 30, 2018 for the (400-1) and (667-3) programs. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to certify the Operating Statements and Modernization Reports and the "Top (5) Salaries and Positions" for fiscal year ending June 30, 2018. The vote was unanimous. Board members signed the certification page.

Motion by Robert McPhail and seconded by Patricia McKay to certify "Compliance with Notification Procedures for Federal and State Lead Paint Laws" for the fiscal year ending June 30, 2018. The vote was unanimous. Board members signed the certification page.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Certificate of Substantial Completion on the Harvard Court Fire Alarm & Emergency Lighting Project, FISH No. 338056, as of November 11, 2017, when final testing of the system and all devices was completed. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to accept the Certificate of Final Completion on the Harvard Court Fire Alarm & Emergency Lighting Project, FISH No. 338056.

Motion by Robert McPhail and seconded by Patricia McKay to award the Harvard Court ADA Door Upgrades Project, FISH No. 338999, to J.E. Prenosil & Company of Thorndike, Massachusetts, in the amount of \$36,908. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

The Executive Director handed out correspondence from Whitman Town Hall regarding the "Conflict of Interest Law" and "Ethics Test" requirements.

In open forum, Paul Ellsworth reported that the Harvard Court Fayre donated \$100 to the Whitman Veterans Agent for veterans in need.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:55 P.M.
The vote was unanimous.

Respectfully Submitted,

Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING OCTOBER 15, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Steven Green, Robert McPhail, Patricia McKay

Motion by Robert McPhail and seconded by Steven Green to approve the minutes of the August 27, 2018 Board Meeting. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve the August and September 2018 vouchers and bank balances and the August 2018 financial statements. The vote was unanimous.

Motion by Robert McPhail and seconded by Steven Green to approve the "Tenant Fees List" as presented. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to retain the hard copy of work orders for (3) years. Access is available from PHA Network for all work orders created since 2010. The vote was unanimous

Motion by Robert McPhail and seconded by Steven Green to approve the Certificate of Final Completion for the (705-1) Heating System Replacement Project No. 338062. The vote was unanimous.

Motion by Steven Green and seconded by Robert McPhail to accept the Executive Directors Report. The vote was unanimous.

The Summary of Marijuana Law was distributed to Board Members and any questions will be brought up at the next Regular Board Meeting.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 7:55 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF SPECIAL BOARD MEETING OCTOBER 22, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 6:30 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Steven Green, Patricia McKay
Excused: Robert McPhail

Motion by Patricia McKay and seconded by Steven Green to approve the 2019 Fiscal Year Budget, as presented by Accountant, Steve Cote, omitting the installation of cameras at Harvard Court due to the high cost. The vote was unanimous.

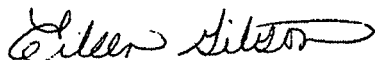
Motion by Patricia McKay and seconded by Steven Green to appoint Eileen Gibson as Contract Officer for the Harvard Court ADA Door Project No. 338999. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to appoint Eileen Gibson as the Contract Officer for the Pine Circle Window Replacement Project No. 338065. The vote was unanimous.

Motion by Patricia McKay and seconded by Steven Green to amend the "Tenant Fee List" to include actual charges for the removal of tenant furniture, personal items and abandoned property.

Motion by Steven Green and seconded by Katharine Kelleher to adjourn the meeting at 7:10 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson
Executive Director

MINUTES OF REGULAR BOARD MEETING NOVEMBER 19, 2018
HARVARD COURT, WHITMAN, MA

Chairman Katharine Kelleher, called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Katharine Kelleher, Robert McPhail, Patricia McKay
Excused: Steven Green

Motion by Patricia McKay and seconded by Robert McPhail to approve the minutes of the Regular Board Meeting of October 15, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Special Board Meeting of October 22, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the financial reports to include the October 2018 vouchers and bank balances, the September and October 2018 financial statements and the quarter ending September 30, 2018 operating statements. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to award the Pine Circle Window Replacement Project, FISH No. 338065, to Atlantic Bay Constructors of Arlington, MA, in the amount of \$41,256.00. The vote was unanimous.

Motion by Patricia McKay and seconded by Robert McPhail to approve a change order required by the Whitman Plumbing Inspector for the Fullerton Ave. Boiler Replacement Project, FISH No. 338062. This approval is contingent upon the recommendation of Crowley Engineering and RCAT Manager, Kate Ferreira. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve updates and changes to the Preventive Maintenance Plan. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

The Board and staff received a thank you card from Commissioner Steven Green for a floral arrangement sent in remembrance of his father.

Motion by Patricia McKay and seconded by Robert McPhail to adjourn the meeting at 7:50 P.M. The vote was unanimous.

Respectfully Submitted,



Eileen Gibson

MINUTES OF REGULAR BOARD MEETING DECEMBER 10, 2018
HARVARD COURT, WHITMAN, MA

Vice-Chairman, Steven Green called the open meeting to order at 7:00 P.M. It was noted that the meeting was not being recorded.

Present: Steven Green, Robert McPhail, Patricia McKay

Excused: Katharine Kelleher

Motion by Robert McPhail and seconded by Patricia McKay to approve the minutes of the Regular Board Meeting of November 19, 2018. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to approve the November 2018 vouchers and bank balances. The vote was unanimous.

The Whitman Housing Authority received a grade of 91% from the U.S. Dept. of Housing and Urban Development (HUD) on the Real Estate Assessment Center's (REAC) inspection of Harvard Court on November 27, 2018. There were no exigent health and safety issues found.

The Performance Management Review (PMR) completed by the Dept. of Housing & Community Development on November 28, 2018 had no findings in the following areas: occupancy rate, operating reserves, capital improvement submission, capital spending, report submissions, annual inspections and work order systems. The WHA did get corrective action on the budget to actual variance category. The utility expense was up over 21% from the budgeted amount and non-routine expenses were down by 20%. In the future, the Director will submit a revision to the budget by the tenth month of the fiscal year if there is a variance from the budgeted to actual amount of more or less than 10% in any budgeted line item.

Motion by Patricia McKay and seconded by Robert McPhail to accept the REAC and PMR reports. The vote was unanimous.

The Board discussed amending the "Vehicle Policy". Motion by Patricia McKay and seconded by Robert McPhail to table a vote until the next meeting. The Director will present an amended policy on January 28th, 2019 to include the changes recommended by the Board. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to accept the Executive Director's Report. The vote was unanimous.

Motion by Robert McPhail and seconded by Patricia McKay to adjourn the meeting at 7:35 P.M.

Respectfully Submitted,

Eileen Gibson
Executive Director